



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

COMMAND POLICY
CSM-03

AFZF-CSM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Army Retention Program

1. REFERENCE. AR 601-280, Army Retention Program, 31 March 1999
2. APPLICABILITY. This policy applies to all Fort Hood units and personnel.
3. POLICY. The Army Retention Program requires constant involvement at all levels of command. What we do as leaders has a direct impact on a Soldier's development and his/her decision to remain part of our Army. All commanders will ensure that retention is at the forefront of their priority lists and will strive to achieve 100% of each quarter's retention objectives.
 - a. In order to retain sufficient numbers of our high quality Noncommissioned Officers (NCOs) and Soldiers, leaders must continue to take steps to improve our Soldiers' well-being. Such a commitment encourages retention and helps maintain professionalism and esprit. The decision to reenlist in or separate from the Army is a personal one for the Soldier (and his/her family), and retention counseling will provide each Soldier (and family) with the necessary information to make an informed decision. We will ensure all Soldiers will be afforded the opportunity to decide on their option to remain or not to remain in the Army by ensuring they are afforded all essential information such as the benefits of the Active Army Retention Program.
 - b. The Reserve Component is also an integral part of a commander's total retention program and commanders will ensure interviews and local appointment procedures are followed in accordance with AR 601-280. Leaders will encourage quality Soldiers, who are not continuing active service, to consider Reserve component options. A trained ready reserve is a vital part of our nation's defense.

AFZF-CSM

SUBJECT: III Corps and Fort Hood Army Retention Program

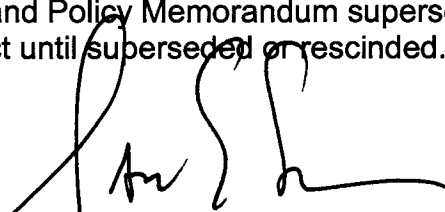
c. Retention counseling must be continuous and begins the day the Soldier arrives to the unit. These Soldiers must feel welcomed and that they are integral parts of the unit. The chain of command and NCO chain of concern must teach, coach, and counsel individual Soldiers to assist in their professional development. Company commanders and reenlistment NCOs will conduct required interviews in accordance with AR 601-280, Appendix C.

4. The Fort Hood Army Retention Program recognizes outstanding retention efforts on a quarterly and annual basis. It is established to encourage maximum participation in the retention effort by all personnel concerned, particularly the individual Soldier's chain of command. Enclosure 1 outlines the Fort Hood Army Retention Awards Program.

5. Retention of quality Soldiers is a responsibility shared by leaders. By working as a team, we can enhance our combat readiness by retaining qualified, skilled, and experienced Soldiers.

6. EXPIRATION. This Fort Hood Command Policy Memorandum supersedes the 1 April 2003 policy and will remain in effect until superseded or rescinded.

Encl
as

A handwritten signature in black ink, appearing to read 'JES', is written over the printed name and title of James E. Simmons.

JAMES E. SIMMONS
Brigadier General, USA
Commanding

DISTRIBUTION:
IAW FH Form 1853:

Fort Hood Army Retention Awards Program

The Fort Hood Army Retention Program recognizes outstanding retention efforts on a quarterly and annually basis. It is established to encourage maximum participation in the retention effort by all personnel concerned, particularly the individual Soldier's chain of command, and to recognize all commanders and retention offices on Fort Hood. All awards will be based on RETAIN confirmation reports.

The "Fort Hood – Early Bird Award" will be awarded quarterly to the first command in each of the below categories to achieve 100 percent of their initial term, mid-career, career, and RC objectives by the 15th day of the last month of the quarter.

Category I

- 1st Cavalry Division
- 4th Infantry Division
- 13th COSCOM

Category II

- Large Brigades
 - DISCOM
 - DIVARTY
 - 64th CSG

Medium Brigades

- 1st Brigade
- 2d Brigade
- 3d Brigade
- 3d Signal Brigade
- Garrison Command

Small Brigades

- 4th Brigade
- Engineer Brigade
- 89th MP Brigade
- HQ, CMD
- 3d Personnel Group
- 1st Medical Brigade
- 504th MI Brigade
- 13th Finance Group

The Fort Hood Career Counselor of the Year Award

The Commanding General, Fort Hood, will recognize annually the best Career Counselors, Active and RC, as determined by a variety of board appearances, individual qualifications, and commander's evaluations and recommendations. The specific criteria are specified under separate memorandum. Nominee packets must be received at the Fort Hood Retention Office no later than the end of the month of August. Enclosures are limited to those stated in AR 601-280, paragraph 9-9d. Packets received after the cut-off month will not be considered.

Nominations. The commander of each MSC located at Fort Hood will nominate their most outstanding Active Component (AC) and Reserve Component (RC) career counselor to compete for the Fort Hood Career Counselor of the Year board.

Recognition. Career counselors selected as the Fort Hood Career Counselor of the Year will be recognized at the Commanding General's Annual Retention Awards Ceremony. The Fort Hood Career Counselor of the Year will be nominated to compete at the FORSCOM Career Counselor of the Year Board.